

Hall of Records
CommissionREQUIREMENT FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records CommissionSCHEDULE
NO. 432PAGE
NO. 1

1. Requesting Agency
MARYLAND SCHOOL FOR THE DEAF, Frederick, Md.

2. Division or Bureau of Requesting Agency
Business Office

3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1	<p>THE MARYLAND SCHOOL FOR THE DEAF was established in 1868 as a free public residential school for the deaf and hard-of-hearing children who reside in the State. The Governor appoints the thirty (30) members of the Board of Visitors for indefinite terms.</p> <p>The school offers an academic education similar to that of public schools and, in addition, provides thorough instruction in speech reading, speech, auditory training, and use of individual hearing aids. It offers vocational training to boys in industrial arts, printing and woodworking, and gives training in homemaking to girls. Extra-curricular activities in athletics, scouts, social activities and clubs are planned for all students. Vocational rehabilitation services are available to all graduates who seek jobs, special vocational training, or higher education.</p> <p>AUDITOR'S REPORTS</p> <p>Quantity: 1 manila folder Size: 9" x 14" x 1/2" Dates: 1951... File Arrangement: Chronological</p> <p>This is the State Auditor's report to the Comptroller of the audit of the office books and accounts. This report may suggest changes in conduct, methods and forms used by the audited office. The Comptroller may order the office to adopt the changes suggested by the State Auditor. (Annotated Code of Maryland, 1957 edition as amended, Art. 19, Sec. 30).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
2	<p>GENERAL LEDGERS (PERMANENT BOOKS OF ACCOUNT)</p> <p>(continued)</p>	

7. Agency, Division or Bureau Representative

George H. Thompson Superintendent October 8, 1965
Signature Title Date

Schedule Authorized as Indicated in Col. 6 by Hall of
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of
Public Works.

10-18-65 *Marion S. Odell* 11-1-65 *Leuchman H. Hendricks*
Date Archivist Date Secretary

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
2	<p>GENERAL LEDGERS (PERMANENT BOOKS OF ACCOUNT)</p> <p>Size: 6" x 10" x 1", 8" x 15" x 3", 9" x 14" x 2" Quantity: 3 volumes, 12 bundles Dates: 1904-30, 1953... File Arr.: Chronological Audit: State</p> <p>The General Ledgers are books of final entry for receipts and disbursements, containing a record of all financial transactions of the office. The General Ledgers are the permanent books of account and are retained permanently. (Ann. Code of Md., 1957 edition as amended, Art. 41, Sec. 178).</p> <p>General Ledgers were not maintained or are missing for the periods 1868-1903 and 1931-1952. The Cash Receipts and Disbursements Journals (Item 3) are the permanent books of account for these periods.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
3	<p>CASH RECEIPTS AND DISBURSEMENTS JOURNALS</p> <p>Size: 8" x 15" x 3", 9" x 14" x 2", 13" x 16" x 3" Quantity: 32 vols. Dates: 1868... File Arr.: Chrono. Audit: State</p> <p>The Cash Receipts and Disbursements Journals are the permanent books of account for the periods 1868-1903, 1931-1952.</p> <p>General Ledgers (Item 2) are retained for the periods 1904-1930 and 1952..., and the Cash Receipts and Disbursements Journals are supporting records for the General Ledgers in these periods.</p> <p>RECOMMENDATION: RETAIN CASH RECEIPTS AND DISBURSEMENTS JOURNALS FOR THE YEARS 1868-1903 AND 1931-1952 PERMANENTLY; RETAIN ALL OTHER CASH RECEIPTS AND DISBURSEMENTS JOURNALS FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.</p>	
4	<p>ACCOUNTING RECORDS</p> <p>Size: 3 1/2" x 11", 5" x 4", 3" x 5", 3" x 15" x 3", 9" x 14" x 2" Quantity: 57 vols., 42 cu. ft. Dates: 1868... File Arr.: Chrono. Audit: State</p> <p>This series includes all standard State accounting forms as well as general accounting records which are supporting data to the permanently retained General Ledgers or other books of final entry (Items 2 and 3).</p> <p>The following records have value only for the three-year statutory limitation or, if subject to audit, for three years or until audited, whichever is later.</p> <p style="text-align: right;">(continued)</p>	

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4 (cont.)	<p>All or some of the following accounting records are found in each State agency:-</p> <p style="text-align: center;">COMPTROLLER OF THE TREASURY</p> <p><u>Form No.</u></p> <p>E-1-S Memorandum of Adjustment E-1 & E-½ Distribution of Charges DD-1 Transmittal R-2 Certificate of Deposit and Bank Deposit Slip (formerly Monthly Report of State Funds Collected and MT-2) Deposited Distribution of Unexpended & Obligated Balances Monthly Statement of Balances Transmittals (General Sched. G-5, Item 3) Warrants, Paying & Receiving (Gen. Schedules G-3 and G-4, Item 3)</p> <p>State Treasurer's copies of the last two records series above are either permanently retained or microfilmed.</p> <p style="text-align: center;">PURCHASING BUREAU (DEPT. OF BUDGET AND PROCUREMENT)</p> <p>1-A Requisition for Supplies (also agency Inter-office Requisitions) 47-A Purchase Order 100-16 Out-of-Schedule Requisition for Supplies 39-A & 40-A Copy of Contract Awarded 27-A " " " " 26-A Notice of Award of Contract 100-24 Actual Emergency & Repairs Report 51 Report of Partial Delivery 52 Credit Memo</p> <p style="text-align: center;">BUDGET BUREAU (DEPT. OF BUDGET & PROCUREMENT)</p> <p>BB-1 (revised, formerly BB-1 & BB-2) Budget Schedule Amendment BP Inv. R101 Report of Fixed Assets BP Inv. R102 Report of Materials & Supplied BP Inv. 31-6 Materials and Supplies Physical Inventory BP 1-11 Budget Estimates BB-40 Request for Position Action</p> <p style="text-align: center;">GENERAL ACCOUNTING RECORDS</p> <p>Receipt Copies and Stubs Paid Bills and Invoices Bank Deposit Slips Bank Statements Bank Deposit Receipts Cancelled Checks Stock Receiving Reports Daily Time Sheets Monthly Time Sheets P-1 Stock Record Card P-3 Memorandum Receipt & Property Condemnation Report</p>	(continued)

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4 (cont.)	<p>P-7 Delivery Order & Receipt Bid Form Confirming Order Gas Tickets & Mileage Reports Petty Cash Books</p> <p style="text-align: center;">PAYROLL ACCOUNTING</p> <p>Payroll & Check Register (formerly Payroll Journal, General Schedule G-2, Item 1-d) Payroll Exceptions Time Report (formerly Payroll Exceptions, Additions & Deductions, Gen. Sched. G-2, Item 2-b) Payroll Warrants (Gen. Sched. G-3, Item 3) Payroll Transmittals (Gen. Sched. G-5, Item 3)</p> <p>State Treasurer's copies of the above four records series are either permanently retained or microfilmed.</p> <p style="text-align: center;">RECORDS FOUND PRINCIPALLY IN STATE INSTITUTIONS</p> <p>B-108 Daily Receiving Report Power Plant Utility Report Farm Report Food Report</p> <p>DMH-101 County Patient Maintenance Bills Inventory Work Sheets Patient's Cash Receipts and Withdrawals. Occupational Therapy Cash Receipts General Fund Cash Receipts Recreation Fund Receipts Cafeteria Feeding Report Meal Books Canteen Receipts and Withdrawal Tickets Daily Store Report Daily Store Record Issued Daily Menu Special Diet Reports</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR IF SUBJECT TO AUDIT, FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.</p>	
5	<p>EMPLOYEE'S STATUS CARD (MASTER AUTHORIZATION CARD)</p> <p>Size: 5" x 8" Quantity: 1 cu. ft. Dates: 1953... Audit: State</p> <p>In 1964, Master Authorization Cards were replaced by Employee's Status Cards, punched cards with interpretation. The latter are not retained in the office but are returned to the Commissioner of Per- sonnel after the information has been transcribed to the payroll records.</p> <p style="text-align: right;">(continued)</p>	

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5 (cont.)	<p>The recommendation below applies to the old file of Master Authorization Cards which have been retained in the office.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.</p>	
6	<p>LEAVE RECORDS</p> <p>Size: 5" x 8" cards Quantity: 1 cu. ft. Dates: 1953... Audit: State</p> <p>This file includes the following records:-</p> <p>Leave Record Card (State Form MS-920), a standard form prepared annually for each employee: RECOMMENDATION A.</p> <p>Leave Applications (requests): RECOMMENDATION B.</p> <p>Doctors' Certificates: RECOMMENDATION B.</p> <p>RECOMMENDATION: A. RETAIN LAST LEAVE RECORD CARD FOR FOUR YEARS AFTER DATE OF SEPARATION OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY. RETAIN ALL OTHER LEAVE RECORD CARDS FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.</p> <p>B. RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.</p>	
7	<p>GENERAL FILES</p> <p>Size: 8 1/2" x 11", 9" x 14" Quantity: 38 transfiles inactive; 4 file drawers active Dates: 1931... File Arr.: Chronological or by subject</p> <p>The General Files are composed of correspondence and papers, reports, studies, surveys and memoranda, relating to the internal and external activities and administration of the office.</p> <p>Printed and mimeographed material, and <u>extra copies</u> of records of which one copy is retained according to the recommendation below, are considered nonrecord within the meaning of the statute governing nonrecord material (Ann. Code of Md., 1957 ed. as amended, Art. 41, Sec. 179), and may be destroyed as soon as no longer needed by the office.</p> <p>Material having continuing legal or administrative value to the operation of the office should be retained until such value ceases.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.</p>	